

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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In Reply Refer To:  
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Instruction Memorandum No. HR-98-047

EMS TRANSMISSION

Expires: 9/30/99

To: Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: Bureau of Land Management Vacancy Announcement  
Final Procedures

The Department of Interior (DOI) has elected to move from the DOI Automated Vacancy Announcement Distribution System (AVADS) to the Office of Personnel Management online job entry program, USAJOBS, to post vacancy announcements. The Bureau of Land Management will be converting to USAJOBS effective August 3, 1998.

Attached are instructions for inputting vacancies into USAJOBS. Attachment 1 describes USAJOBS data entry procedures. You may access the OPM system using your Internet browser and open [www.usajobs.opm.gov](http://www.usajobs.opm.gov). You may also Telnet to [job.entry@jobentry.opm.gov](mailto:job.entry@jobentry.opm.gov). OPM also has a data line for job entry. That telephone number is (912) 757-3125. The procedures for using each of these systems is different, but the data entered is essentially the same. The data line for job entry may be the easiest method to input jobs, but it does require specific software.

The Vacancy Announcement Information Template, Attachment 2, provides standard BLM text for your use. You may want to create text in WordPerfect then cut and paste from the clipboard as USAJOBS does not have a spell checker. The Telnet session and the data line entry process require transmission of an ASCII text file.

To input vacancies into USAJOBS, you must registered as a user. Attachment 3 describes the process you must follow to register as user. If you wish to use a Telnet process or the data entry line to input vacancy, you need to follow the registration process described in the Job Entry Board User Manual. The manual can be downloaded from USAJOBS. You can also request a hard copy from the National Human Resources Management Center by contacting Melissa Dukes at (303) 236-6689. Due to transmission problems, we cannot send you a copy electronically.

We recommend that the office register under an office name. Registrations with an office name may be shared by several employees or transferred to another employee if the user leaves.

As you are aware, AVADS is also used to distribute the Reemployment Priority List and to collect Applicant Data. The Department is exploring other methods to provide and collect this information.

If you have any additional questions or concerns contact Melissa Dukes at the above telephone number of via Group Wise.

Signed  
Mark Whitesell  
Acting Director

Authenticated  
Darlene Robitaille  
Secretary

3 Attachments

- 1 - USAJOBS Data Entry Procedures (6 pp)
- 2 - Vacancy Announcement Information Template (4 pp)
- 3 - Registration Form for USAJOBS (1 p)

Distribution

RS-150A, BLM Library  
NI-101, Reading File  
HR-250, Records  
HR-200, Reading File

## USAJOBS DATA ENTRY PROCEDURES

**OPM Access:** Access the OPM system using your Internet browser and open site WWW.USAJOBS.OPM.GOV. You may also Telnet to jobentry.opm.gov. OPM also has a data line for job entry. That telephone number is (912) 757-3125. The procedures for using each of these systems is different, but the data is essentially the same. The data line for job entry may be the easiest method to input jobs, but it does require specific software.

**Job Entry:** Point and click on Job Entry for employer

**Login ID:** First Name and Last Name:

**Password:**

**To create, edit, or delete announcement:**

Click on the submit button

Select Add records and click submit button again

*Help:* The announcement will list in all caps and OPM is working on having it be more case sensitive for upper and lower case printing.

## SORT

OPM uses the following information to sort announcements for referral to users. It also prints out on the first page of the vacancy announcement. For example, a candidate that is only interested in positions located in Kansas, would not see vacancies listed in other states. Nor would a candidate interested in positions at the GS-9 level and above would not see vacancies at the GS-8 or below.

**Who may apply:**

Indicate your choice(s) by clicking on the button(s) of your selection.

**PUBLIC:** Click on Public for all vacancies where applications will be accepted from all qualified persons (all sources). For combined announcements, select both Public and Status. - An open competitive (public) announcement must clearly indicate that all persons may apply, regardless of where they reside.

**STATUS:** Click on the box in front of Status for all vacancies which are open only to current Federal employees, CTAP and ICTAP eligibles, reinstatement eligibles, and candidates eligible for noncompetitive appointments (such as VRA eligibles or under Schedule A of the excepted service).

- A merit promotion (status) announcement may identify a "recruiting area" or specify an "area of consideration" in the remarks section.

**SES VACANCIES:** Select Public if the announcement is open to all sources. Select Status if the announcement is open only to current Federal civil service employees.

**INTERNAL TOUCH SCREEN LISTINGS:** Select Internal ONLY WHEN:

- Listings should appear only on designated Touch Screens kiosks within the agency.
- The area of consideration is limited to employees from the hiring agency or CTAP.
- Jobs are not to appear on USAJOBS website, bulletin board, or phone.
- Jobs are not open to Public job seekers or Status candidates from other agencies.

**INTERNAL JOBS ADVERTISED THROUGH THE DELIVERY SYSTEMS:** If you wish to make internal vacancies available for searching through all the automated delivery systems,

- 1) Click on Status,
- 2) Type in the Remarks area of the form:  
"Open to agency employees and CTAP only" or a similar message, and
- 3) Add the appropriate Remark Code(s) (126, 128, and/or 129) for the phone system.

**Agency Announcement Number:** BLM announcements will be in the following format:

BLM/\_\_\_ (Two-digit Servicing Personnel Office designator) - 98 (Calendar Year) - \_\_\_\_  
(Announcement Number, up to 17 digits)

Example - BLM/ES-98-01-WO

This format will make it easier to respond to applicant questions asked of other offices. If your standard practice is to include an additional designator for the position location or a Delegated Examining Unit announcement, include that information in the announcement number.

*Help:* Announcement numbers are limited to a maximum of 27 characters. However, there is no requirement to complete all the fields.

**Job Title:** Example - Wildlife Biologist

*Help:* This is a 60 character field. The job title should be meaningful and avoid irrelevant organizational designations. It does not have to match the "official" position title. The title should lead the applicant to an occupational or interest area. Please use only the abbreviations listed in Help. These are the only abbreviations that can be recognized and translated properly for the USAJOBS by phone synthetic voice module.

Do not use internal titles that may mislead the applicant regarding the qualifications for the position. For example: System Engineer describes a specialized Computer Specialist function but also implies a positive education requirement. In this instance, the title should be Computer Specialist, but the system engineering function should be described in the remarks or qualification requirements sections. Additionally, if you use an internal title, make sure you identify the official title somewhere in the announcement.

**Pay Plan:** Enter pay plan or scroll through the enclosed list.

*Help:* Enter the two letter code identifying the pay plan -- such as GS, WG, ES, ST, etc. The data entry program will confirm the pay plan you enter is valid.

SES VACANCIES: For Executive Development Opportunities, please use one of the following codes:

CD - Candidate Development Program

EM - Mobility Assignments

**Occupational Codes:** Enter the four-digit series, e.g., 0301, 0334.

INTERDISCIPLINARY POSITIONS: Identify the code for the series from which you are most likely to select a candidate and indicate in the Remarks area "This position may also be filled from series ..."

SUMMER JOBS: Please enter series "9999" and enter a job title that provide applicants with specific information, e.g., Forestry Aid -- Summer Job. Summer jobs may not be listed for "status" positions or when the Summer Job question at the end of the job entry form is answered No.

SES VACANCIES: Enter the four digit series that most accurately describes the position and type over the job title supplied by the system.

**Pay Grades:** Grade information must be provided in 2 Arabic numbers (01, 02, 03, 11, etc.).

BEGINNING GRADE: Enter the lowest grade for which you will accept applications.

ENDING GRADE: This is an optional field. Enter the highest grade for which you will accept applications. This number may be the same as or higher than the beginning grade, or may be left blank.

SES VACANCIES: Please indicate the lowest and highest rate that you will offer (for example, 01 to 04 or 01 to 06) based on the SES salary range you have identified in the announcement. The "grades" will show the range from which you will make an offer. Enter the promotion potential. This field may be left blank.

**Starting Salary:** This is an optional field. Select the appropriate pay schedule. Enter the salary (based on the method of pay indicated above). You may type in just the starting salary or enter a pay range. If positions are located in several cost of living areas, provide the lowest salary offered and highest salary and include specific information in the announcement.

**Open Period:** Please enter the date MM/DD/YYYY for which your job will be open. Four digits for Year are required for year 2000 compliance.

**Duty Locations:** Users can specify duty locations by codes.

*Help:* Locations are shown by state, with regional listings for the states at the bottom of the list of cities. Geographic area listings and overseas listings are shown at the end of the appendix.

Whenever possible, a specific location code should be used since the Career America Connection telephone systems will identify the location through that code.

- ▶ When there is a single vacancy (or several vacancies) in a specific location(s), identify the location as clearly as possible. Use the code for a single duty location when there is one that identifies the city or county.
- ▶ When there are several vacancies within a specific state or small geographic area, use the code identifying that state or area (for example, throughout Alabama or Western Massachusetts).
- ▶ If there are a number of vacancies in different locations, you may use a duty location that represents a general geographic site. (For example, there could be a need for 10 agriculture inspectors in "Eastern Nebraska" and "Southern Iowa" or in a more general area: "Nebraska and Kansas").
- ▶ When there are multiple vacancies within a specific region of the country (Mid Western, New England, Southeastern states, etc.), use the code identifying that specific region. Nationwide (duty location code 806) is used only when one or more vacancies are being announced in each of the 50 states or almost every state -- and a minimum of 15 vacancies.
- ▶ When providing a duty location for overseas vacancies, please be specific, using the new codes for cities, countries, or continents.

## POSITION INFORMATION

The following blocks are used to provide applicants specific position information.

**Remark Information:** Remarks are entered one line at a time and specific information about the announcement for more explanation about the job or to create interest regarding the vacancy. If your merit promotion announcement has an area of consideration different from that described above, it must be included as a remark. These include:

- Area of consideration for this position is Department of the Interior and CTAP,
- This is an Upward Mobility Position. Application is limited to employees of the Department of the Interior who have competitive status and are currently employed in a one grade interval position in grade GS-9 or below.
- Passage of a pre-employment physical is required,
- This is a temporary position,
- This temporary promotion/assignment may be made permanent without further competition,
- Position is assigned to swing-shift, or
- You must be 18 years of age or older to be assigned to a hazardous position.

The following remark is mandatory for merit promotion announcements:

- Applications must be submitted by the closing date of the announcement.

*Help:* Remarks are limited to 6 lines, 70 characters per line. It does not wrap around, so each line must be entered separately.

**Remarks Code:** See list of codes by accessing the Help screen. Remarks codes are for USAJOBS by Phone. They will NOT print on the screen if accessed by computer.

**Summer Employment:** Yes or No

## **Vacancy Information**

*Help:* When adding text it may be helpful to prepare the text using standard word processing software. This will allow the use of a spell checker which is not available in this program. The text can be copied to the Clipboard and pasted to this page.

- ▶ Major Duties
- ▶ Qualification Requirements

*Help:* Instead of quoting the Qualification Standards directly; i.e., “Specialized experience is equipped the applicant with the particular KSAs to perform successfully the duties of the position ...” consider defining what those KSAs are, if possible. It will assist the applicant in determining if they believe they are qualified for the position. Also consider including specific information on education requirements and general experience.

- ▶ Knowledge, Skills and Abilities (KSAs)
- ▶ Other Information
- ▶ Basis for Rating
- ▶ How to Apply
- ▶ Supplemental Qualifications Statement
- ▶ Internal Contact Information: This information will be used for internal purposes only. The contact name and phone number will be used by OPM to contact you if problems arise. Requests for forms and information will be forwarded to the number or E-mail address provided.

**Public Contact Information:** The following information will be used to identify your agency and will be provided to job seekers on the information delivery systems.

**Hiring Agency/Organization:** For BLM vacancies, this code is IN05.

**Form Information:** Enter appropriate code

When you have completed your entry, please click on the submit button. Your entry will be reviewed for completeness. If your entry is completed you will receive a RECORD OF JOB ENTRY. If there are errors, your entry form will be returned with a list of errors for you to correct and re-submit. This may take 10 to 30 seconds. Please be patient.

**Note: Please record the CONTROL NUMBER on the form and use it to edit or delete the announcement.**



## VACANCY ANNOUNCEMENT INFORMATION TEMPLATE

**Major Duties:** Self Explanatory

### **Qualifications Requirements:**

*In addition to a description of the qualifications requirement, the following statements are available, if needed. Please see help screen information in USAJOBS ENTRY PROCEDURES.*

This position requires a qualified typist, able to type a minimum of 40 word per minute.

This position requires the operation of a motor vehicle. Applicants must have (or obtain within 30 days of entrance on duty) a valid state driver's license.

**Knowledges, Skills and Abilities (KSAs):** Self Explanatory

### **Other Information**

*The following is mandatory and must be included in all BLM vacancy announcements on USAJOBS:*

THE DEPARTMENT OF THE INTERIOR IS AN EQUAL OPPORTUNITY EMPLOYER. Selection for this position will be made solely on the basis of merit, fitness, and qualifications. All applicants will receive consideration without regard to race, color, age, sex, marital status, religion, national origin, political affiliation, handicap, or other non-merit factors.

If appointed to this position, while a BLM employee, you cannot hold an active real estate license, and you cannot have an interest in Federal lands, or hold stock in firms that have an interest in Federal lands.

*The following should be included in all BLM vacancy announcements for fire/law enforcement positions on USAJOBS. Select the most appropriate:*

Primary Law Enforcement Officer Coverage. This position is covered by the law enforcement officer retirement provisions of 5 USC 8336 and 5 USC 8401 as primary.

Secondary Law Enforcement Officer Coverage. This position is covered by the law enforcement officer retirement provisions of 5 USC 8336 and 5 USC 8401 as secondary

Primary Firefighter Officer Coverage. This position is covered by the firefighter retirement provisions of 5 USC 8336 and 5 USC 8401 as primary.

Secondary Firefighter Officer Coverage. This position is covered by the firefighter retirement provisions of 5 USC 8336 and 5 USC 8401 as secondary.

Administrative Firefighter Retirement Coverage. This position is covered by the firefighter retirement provisions of 5 USC 8336 as administrative.

Applicants for this primary law enforcement officer position must not have reached their 37th birthday upon appointment to this position. An exception is allowed if there is sufficient prior Federal Service in a covered primary law enforcement officer or firefighter position, which when subtracted from their current age, puts them under the age 37.

Applicants for this primary firefighter position must not have reached their 35th birthday upon appointment to this position. An exception is allowed if there is sufficient prior Federal Service in a covered primary law enforcement officer or firefighter position, which when subtracted from their current age, puts them under the age 35.

Evidence of past service must be included with the application package.

All applicants for this position must be 37 years of age or under, unless proof is provided of prior Federal service in a covered law enforcement officer position, and the prior Federal service is sufficient to permit retirement on or before the mandatory retirement age for these type positions.

All applicants for this position must be 35 years of age or under, unless proof is provided of prior Federal service in a covered firefighter position, and the prior Federal service is sufficient to permit retirement on or before the mandatory retirement age for these type positions.

All applicants over age 37 MUST provide copies of SF-50's showing beginning and ending dates of covered Federal law enforcement service. Applicants over age 37 who DO NOT include this documentation WILL NOT BE CONSIDERED ELIGIBLE for this position.

All applicants over age 35 MUST provide copies of SF-50's showing beginning and ending dates of covered Federal firefighter service. Applicants over age 35 who DO NOT include this documentation WILL NOT BE CONSIDERED ELIGIBLE for this position.

While secondary positions are not subject to the maximum entry age policy, prior service in a primary position of the same type (law enforcement/firefighter) is required for special retirement coverage.

The person selected for this position must successfully complete the Criminal Investigator's School at the Federal Law Enforcement Training Center.

*The following may be used where appropriate:*

### *Conditions of Employment*

The person tentatively selected is subject to completion of a favorable background investigation.

If appointed to this position, you must file a statement of employment/financial interests, as required by 43 CFR 20.735, Subchapter B; and you cannot own financial interests that conflict, or appear to conflict, with your duties.

Travel in Government aircraft may be required as a part of the duties of this position. If you have a private life insurance policy, travel in a Government aircraft may affect the benefits payable in the event of an accident.

**COST OF LIVING ALLOWANCE:** Current 25% cost of living allowance is authorized at this location in addition to base salary and subject to annual review.

### *Career Transition Assistance Program*

### *Physical Requirements*

The duties of this position involve field work in remote and/or rugged terrain where climatic conditions are variable and extreme.

This position requires extensive travel, extended hours, and widely varied work environments, including remote physical areas, high altitudes, and some degree of physical danger.

### *Seasonal Employment*

This is a CAREER SEASONAL position. Initial tour of duty will be full-time.

Incumbent's services will not be required at certain times due to lack of work, lack of funds, weather conditions or for other reasons. During these periods, incumbent will be placed in a non-work, non-pay status.

It is expected that the incumbent will work at least 6 months per year, but not more than 50 weeks or 25 pay periods on a full-time basis.

### **Basis for Rating:**

*The following statement is optional, but should be included in all BLM vacancy announcements on USAJOBS:*

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, and the KSAs for this position.

**How to Apply:**

*The following statement is mandatory and must be included in all BLM vacancy announcements on USAJOBS:*

All applicants must submit one of the following documents:

- OF 612, Optional Application for Federal Employment
- SF 171, Application for Federal Employment
- Resume or other written format that includes the information identified in the OF 510,

Applying for a Federal Job

The following documents are optional:

- DI-1935, Applicant Background Survey Form. This information is to be used for statistical purposes only and is not used in the evaluation process or shared with the Selecting Official.
- A supplemental brief statement that describes how the applicant's education, experience, and training relate to the KSAs.

Only materials submitted with the application package for this vacancy will be used in the evaluation process. Applications submitted in a government postage/envelope will not be considered.

*The following documents are optional. Include those that are appropriate for your recruitment action:*

- DD-214
- OF-15
- College transcript as proof you meet the education requirement of the position
- BLM Form 1400-86a, Supervisor's Employee Appraisal

## REGISTRATION FORM FOR USAJOBS

Office Name:

Office Street Address:

Office City, State, Zip Code:

Internet e-mail address of a Contact Person:

Agency Code: IN05

Name of a Person to Contact about the Registration:

Phone Number of Person to Contact about the Registration:

First Name	Last Name	Password (5 to 8 letters)

To register under an office name to input Vacancy Announcements fill out the above form and either fax it to Charlotte Holzman of OPM at 202-606-5049 or e-mail it to [cmholzman@opm.gov](mailto:cmholzman@opm.gov). Ms. Holzman phone number is 202-606-1756.